

**MEMORANDUM FOR Echelons Above Division (EAD) Augmentee
Observer/Controller (O/C)**

SUBJECT: Augmentee O/C Information

1. I'd like to take this opportunity to welcome you as an Augmentee Observer / Controller (O/C) for Echelons Above Division (EAD) at the Joint Readiness Training Center (JRTC). We have a very important mission here at JRTC and you are essential to our success. We cannot do it without the contribution of your professional skills and experience to support the training of the Corps Support Battalions and Field or Combat Support Hospitals participating in the JRTC training exercises. In applying yourself conscientiously to your duties, you will assist the unit in achieving their training objectives and, more importantly, you will learn more than you expect from observing soldiers and leaders as they negotiate the challenges of the exercise.

2. This letter addresses the most commonly asked questions. I do not expect that it will answer all of them, please feel free to call or email if you have issues / questions requiring resolution.

3. ARRIVAL/DEPARTURE:

a. The inclusive dates are D-4 thru ENDEX+2. All augmentee O/Cs must arrive NLT 2000 D-4. Personnel arriving by commercial air should fly into Alexandria International Airport located 52 miles from Fort Polk in Alexandria, LA. The first arriving augmentee must be prepared to provide transportation for subsequent arriving personnel. Two TMP vans are available – one per functional area (CSS and F/CSH) to provide transportation. Arrival itineraries must be provided to MSG Porter NLT three days prior to arrival to ensure that transportation is available.

b. The EAD offices are located in building 1633 at the corner of Alabama Avenue and 11th Street ([See Diagram 4](#)). Personal messages from home station may be left with MSG Porter at (337) 531-4893. For emergency notification between D-2 and E+1, call the EAD TAFF at (337) 531-9829. Individual mail may be sent to:

(Your Name)
OPERATIONS GROUP (EAD)
BLDG 1633
7260 ALABAMA AVENUE
FORT POLK, LA 71459-5314

c. Rental cars are not funded by the JRTC and must be coordinated through your higher HQ. Commercial shuttle is available at the airport for a fee of \$140.00 for up to three individuals. Provide the shuttle with a copy of your orders assigning you as augmentee O/C and the fee will be waived. The shuttle runs approximately every two hours, 24 hours a day, and seven days a week. Plan to depart from Fort Polk / Alexandria on your return trip NET 1700 on E+2.

d. To ensure your billeting is arranged, schedule your TDY with both SFC Ballard (thomas.ballard@polk.army.mil or (337) 531-0661) and MAJ Hall (jay.hall@polk.army.mil or 531-2305), NLT D-30. They will make your billeting reservations. Upon arrival at Fort Polk proceed directly to the Magnolia House (531-2941) for billeting (See attached strip map). Inform the desk clerk that you are an "EAD O/C." Once you have secured billeting, contact MSG Porter at (337) 531-4897 for any further instructions or changes in the schedule. Most augmentee O/Cs will be billeted in Warrior Keep at a current cost of \$9.50 per night. Washcloths and towels are NOT furnished. Maids will clean the room once a week. Washers and dryers are available at no cost in each of the Warrior Keep buildings. Most rooms are equipped with a TV, microwave and a small refrigerator.

e. TDY orders must include the statement "in support of JRTC rotation 01-xx, government quarters are available." The ration cycle for O/Cs on Field Meal Cards is MRE / A / MRE (the A being served at noon daily in the field). Meals are also available at the 1/509th Infantry dining facility (DFAC), located at Alabama and 11th Street, Bldg 1932. Due to the scheduling of events during the rotation, most O/Cs opt to purchase and carry food with them to the field. O/Cs will NOT routinely be able to consume meals at installation DFACs. O/Cs are prohibited from eating with the rotational units. **Those O/Cs not on field meal cards must insure their orders state that "Gov't meals are not provided."**

3. TRAINING / ORIENTATION

a. All augmentee O/Cs are required to attend two days of training prior to assuming duties as an O/C. All training is conducted by EAD starting on D-3 beginning at 0730 in Bldg 1633 Suite B/C. Training will include orientation, issue of equipment, and instructions in the use of the OCCS communication network, unit coverage, reporting requirements, and other coordinating instructions.

b. Uniform standards will always be maintained at all times. For the [packing list](#), click [here](#).

(1) BDU with sleeves down.

(2) BDU soft cap with subdued rank, embroidered name tape and cat eyes on the back. See [Diagram 1](#).

- (3) LCE buckled at all times and arranged as shown in [Diagram 2](#).
 - (4) Kevlar helmet will be worn while driving or riding in a tactical vehicle in the maneuver box.
 - (5) Gloves must be black and serviceable if worn.
 - (6) Issue type rucksack (if available) with cat eyes and nametape on the rucksack flap. No extraneous equipment dangling from the rucksack. See [Diagram 3](#).
 - (7) No non-military equipment items or clothing will be visible.
 - (8) No eating, sleeping, or performing personal hygiene in view of the BLUFOR.
- c. Augmentee O/Cs will have a valid military license for a HMMWV and a copy of their DA 348. The only transportation in the maneuver box is by HMMWV. No permanent party drivers are available. Augmentee O/Cs must be able to drive themselves during both daylight hours and hours of darkness. Your DA 348 must show your training on driving with NVGs. Drivers will be responsible for cleaning their vehicle and turn in at the end of the rotation. Vehicles will be inspected before turn-in.
4. Prior to arrival, all augmentee O/Cs should become familiar with the Exercise Rules of Engagement (EXROE). Please pay particular attention to Chapters 1, 7, and 15. The EXROE is available on the JRTC homepage (<http://www.jrtc-polk.army.mil/>).
5. TAKE HOME PACKAGE (THP). Augmentee O/Cs under the supervision of the senior augmentee O/C will prepare a THP for the rotational units before departure with a first draft due on D+8. If you have a laptop computer available to you it may be quite useful during the rotation. Augmentee O/Cs are encouraged to bring references pertaining to their specific MOS/Expertise. Augmentee O/Cs will not be released until the THP is completed (E+2). The format for the THP is provided during Training / Orientation.
6. ENVIRONMENT / CLIMATE: The climate at Fort Polk varies with the season and is often unpredictable. December through February temperatures can drop into the single digits. From June through September, temperatures above 100 are not uncommon. Humidity is always high and rain is always expected. During hurricane season, rainfall can reach eight inches in a twenty-four hour period. Consequently, augmentee O/Cs should bring wet and cold weather gear as appropriate. Although augmentee O/Cs normally run on 12 or 24 hour shifts, occasionally duties demand a more extended stay with the unit. Be prepared to live with the unit for 48 to 72 hours if mission requirements demand it.

7. US Army Reserve (USAR) and Army National Guard (ARNG):

a. Fort Polk, JRTC and EAD do not have funds to support O/C TDY.

b. The ARNG Bureau is responsible for providing O/C coverage for annual ARNG rotations. The JRTC does not have a point of contact for either USAR or ARNG rotations. The USAR Command (USARC) and the ARNG Bureau schedule their unit rotations through FORSCOM. MAJ Moss receives the USAR schedule and the ARNG schedule goes to the JRTC ARNG office (337) 531-2024/4909.

c. Evaluations

(1) Evaluations are discouraged for units at JRTC. The JRTC is a combat training center. Conducting an evaluation may establish an environment that disables commanders, units and soldiers from participating in the exercise as a training event and focuses them on how well the unit can do in an evaluation.

(2) External Evaluations (EXEVAL) are not done at the JRTC. Units often request and receive credit for an EXEVAL. EAD personnel and O/Cs do not conduct these EXEVALs. The unit desiring credit for an EXEVAL is responsible for tracking all tasks performed during the rotation and for requesting credit from their higher headquarters.

(3) Similarly Training Assessment Module (TAM) evaluations are not done by the JRTC. There are two options that a unit may employ to conduct a TAM evaluation:

(a) The TAM evaluator participates in the exercise as a member of the evaluated unit. The evaluator will be in a competitive status, wear MILES, and stay in the field for the entire period of the evaluation. The evaluator is also subject to OPFOR interdiction and if "killed/injured," will be processed through the personnel and equipment holding area (PEHA). The evaluator may leave the unit at the conclusion of the TAM evaluation.

(b) The TAM evaluator participates as an Augmentee O/C. The evaluator's primary responsibility is as an O/C taking precedence over the TAM. This option facilitates Reserve Component input to the THP with the THP being a basis for the administrative portion of the TAM.

8. Your O/C experience can be one of the most challenging and professionally rewarding experiences of your career. You have an opportunity to influence the way medical and logistical units conduct their operations in the future by your mentoring. You will also have an opportunity to see successful execution of missions that will spark ideas and techniques to take with you to your own units.

9. If you have any questions or suggestions, please do not hesitate to let me know. We want this to continue to be the premier training event for corps level units throughout the U.S. Army.

**KENNETH WADE
LTC, MS
Chief, EAD**



Required Minimum Packing List

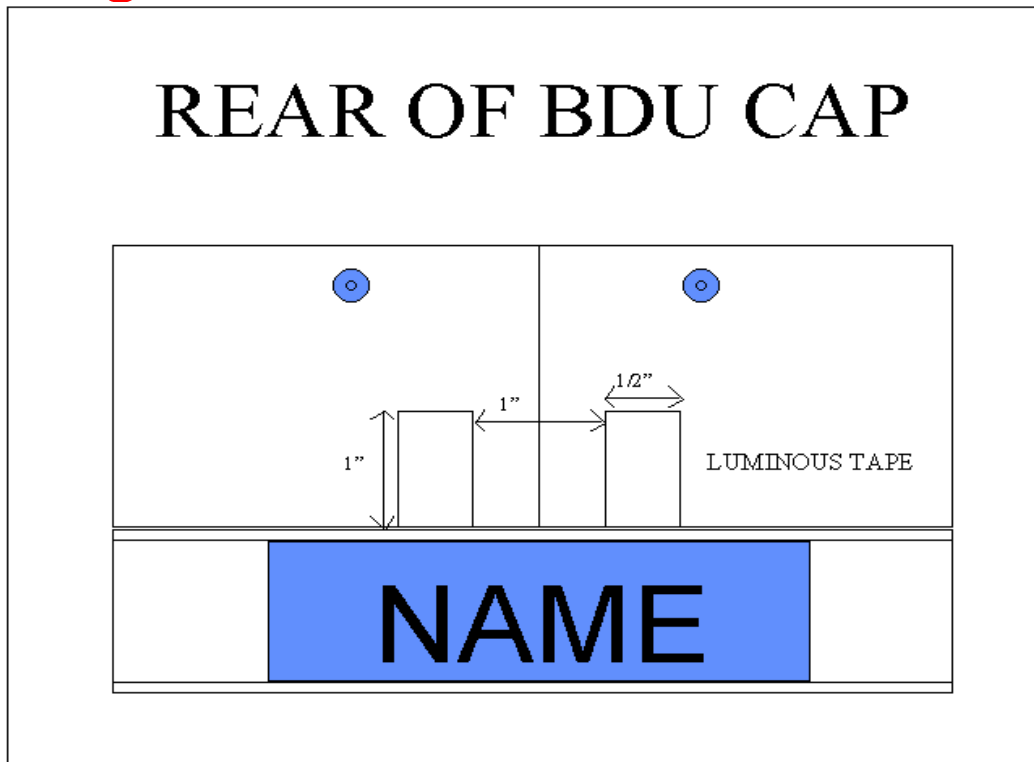
Kevlar helmet
LBE IAW Diagram 2.
BDUs (4)
BDU caps (2), one with name tape, cat eyes and subdued rank
Boots (2 pair) (leather or jungle)
Flashlight with red lens
Personal hygiene gear
Rain gear with overboots
Rucksack (with name tape and cat eyes)
Gloves, black leather
Seasonal cold weather gear
PT uniform
Duffel bag with lock and waterproof bag
Military sleeping bag and/or poncho liner
Civilian clothes (for limited off duty time)
Other items of convenience as desired, i.e. small coffeepot, radio, alarm
Night Vision Goggles (NVG) (if available)
Controller Gun (if available)

OPTIONAL

Sleeping pad / air mattress
Batteries
Pens/pencils
Camouflage for face
Gortex jacket / Field jacket
Long underwear / Polypro
Extra socks
Lock
Camel Bak (Camouflage, OD or Black)



Diagram 1



Sewing may be done at one of the following local establishments during O/C Training / Orientation.

Yun's Hi-Fashion (Military Clothing Sales Store) Bldg 1455 Tennessee Ave	537-4207
AAA Alterations Dry Cleaning & Sales 621 Entrance Road, Leesville	537-3694
Perfecto Cleaners and Alterations 1093 Entrance Road, Leesville	537-3040
Tailor Sewing Co. 1102 Entrance Road, Leesville	537-9763

Note: Entrance Road turns into Louisiana Road on Fort Polk



Diagram 2

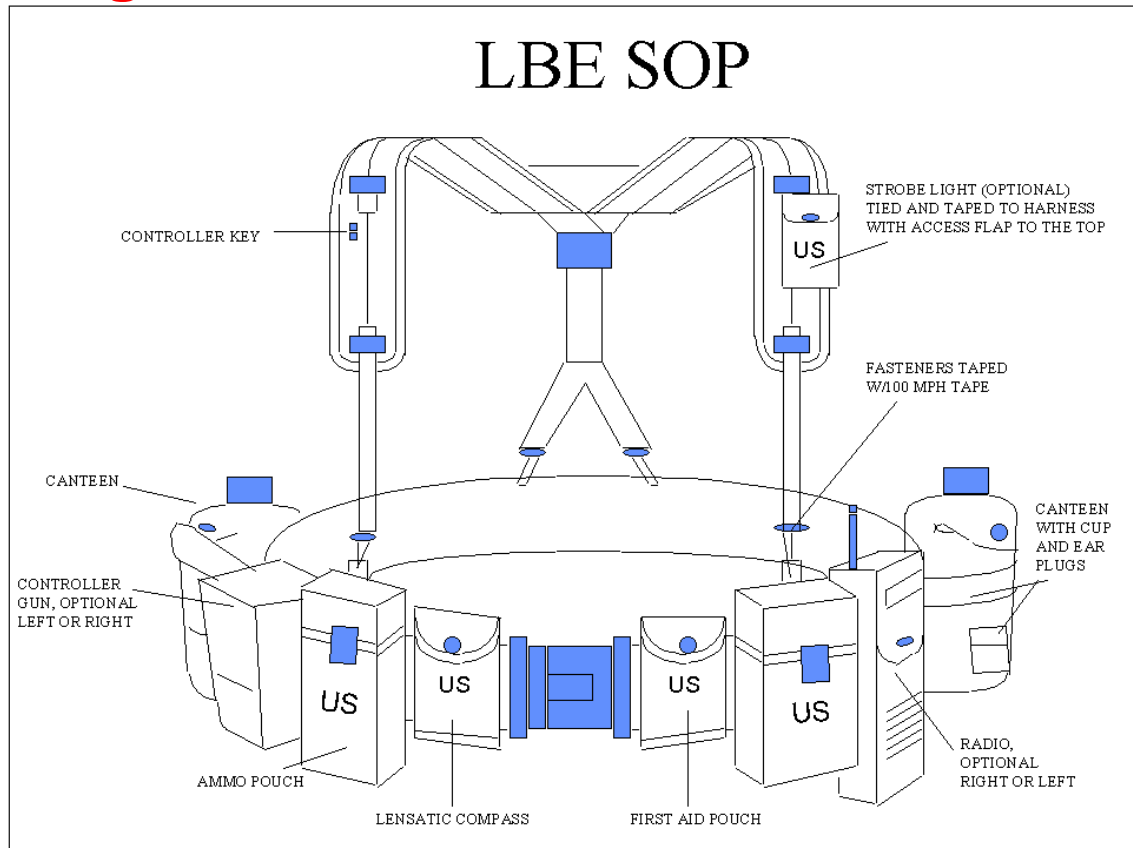




Diagram 3

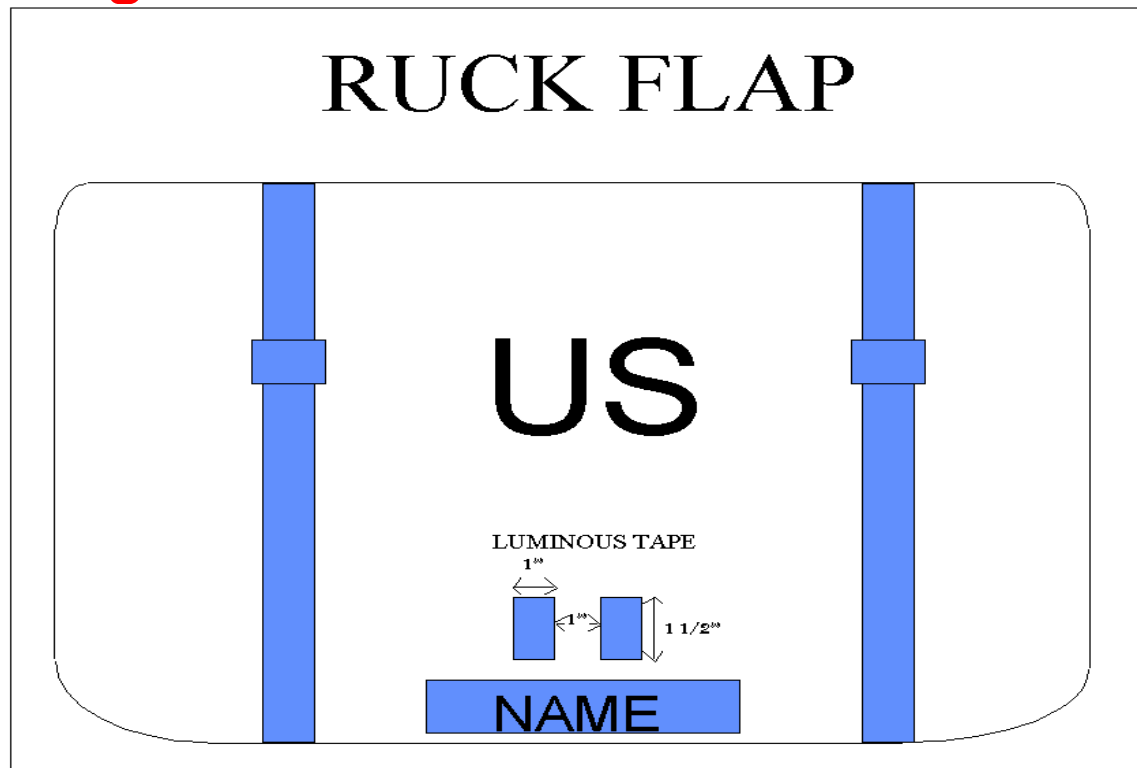
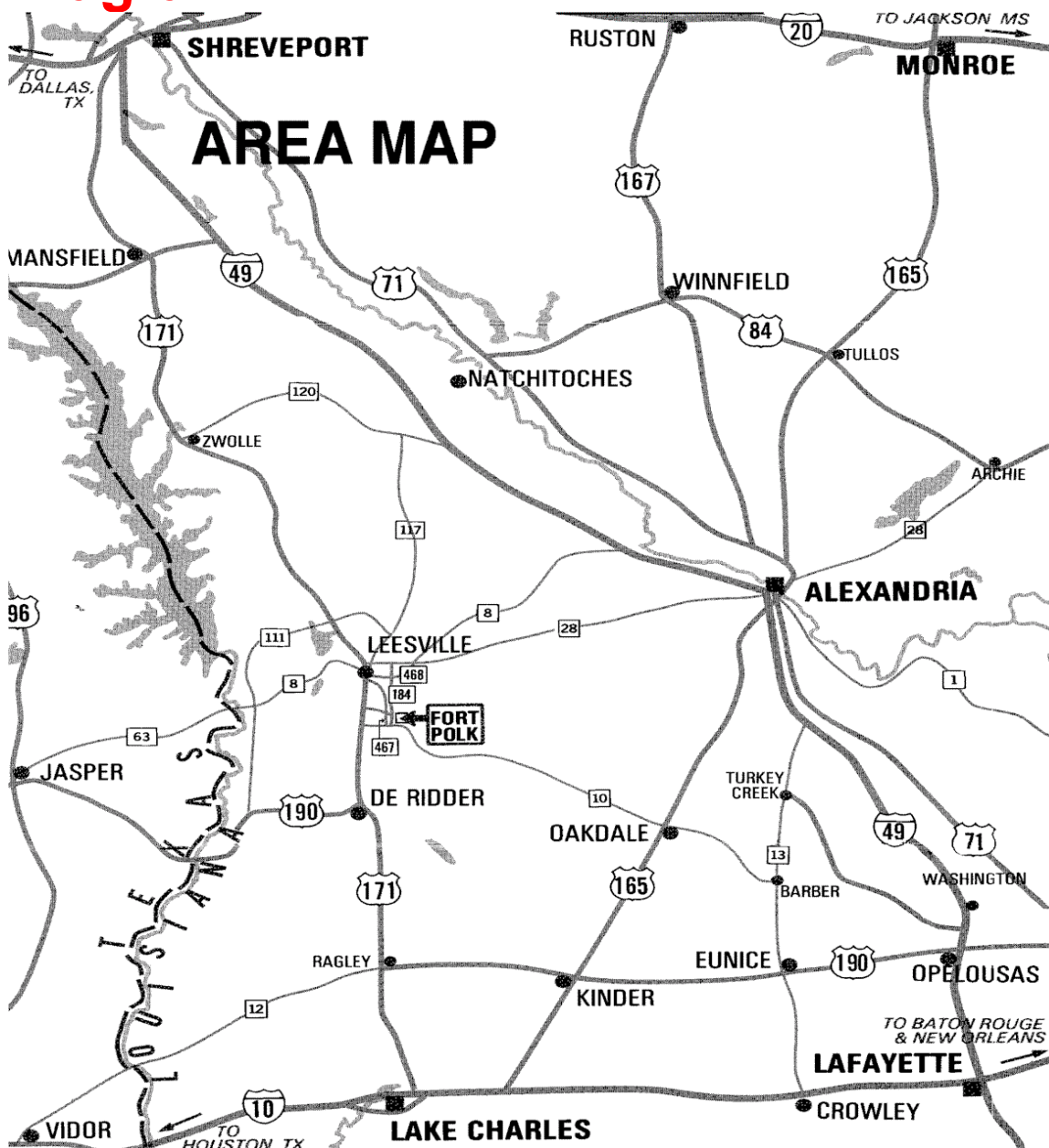


Diagram 4



- Turn right leaving the airport terminal parking lot.
- Drive .2 miles and turn left onto England Drive.
- Drive .5 miles and turn right onto Vandenberg Drive.
- Drive 2.2 miles and turn right onto LA Hwy. 28.

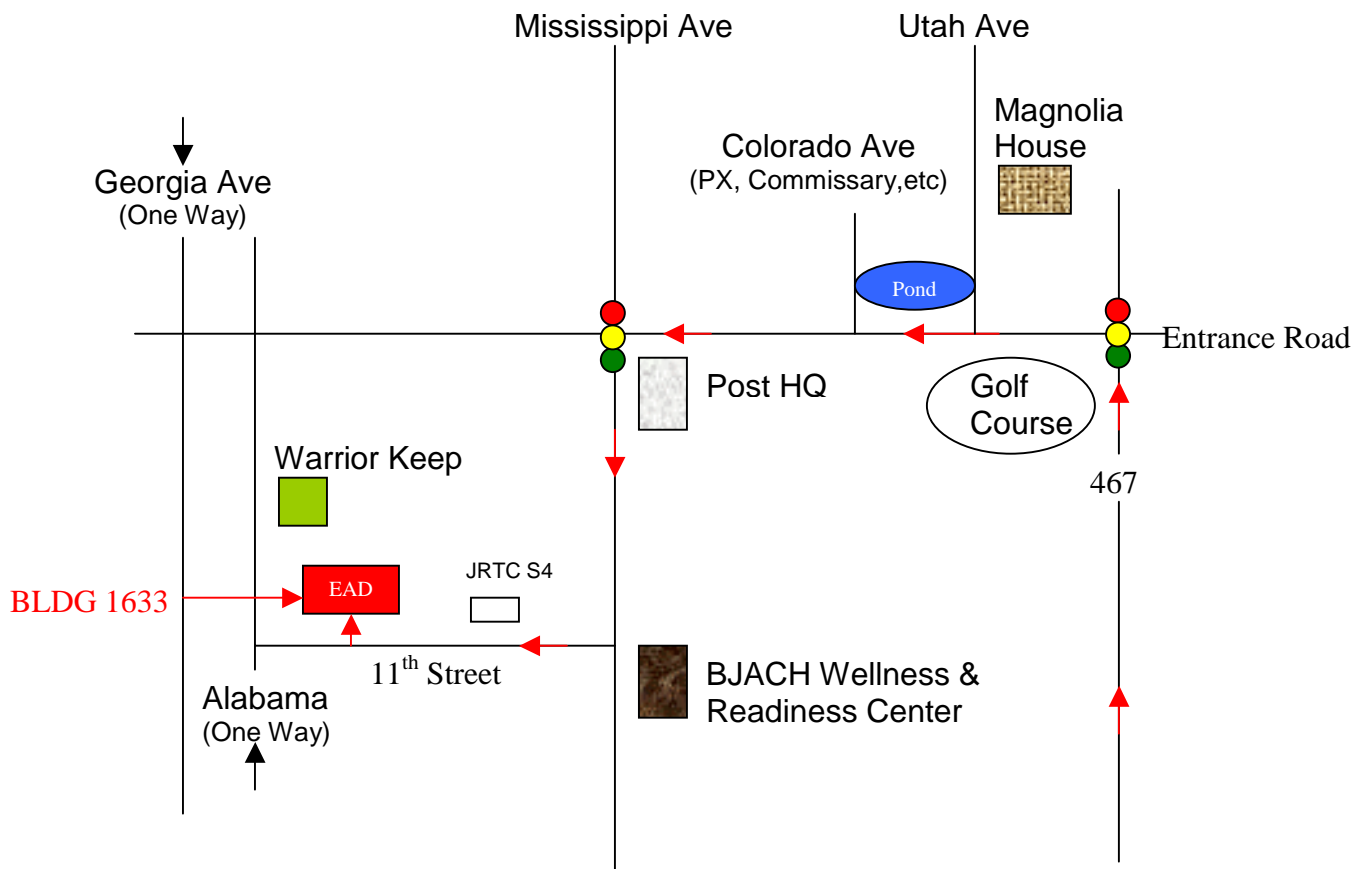
Drive 35.5 miles and turn left onto Hwy. 171.

Drive 3 miles and turn left onto LA 467.

Drive 8 miles to Fort Polk Entrance Road, turn left to enter Fort Polk.

Drive 1.5 miles on Entrance Road, turn left at traffic light onto Mississippi St (Post HQ on the left).

Drive 2/10 of a mile, turn right on 11th Street, 300 yards on the right is BLDG 1633.



EAD O/C PHONE NUMBERS

<u>Position</u> <u>(DSN)</u>	<u>Name</u>	<u>DSN Phone Number</u>
Chief EAD	LTC Wade	863-4935
Sr Log O/C	MAJ Hall	863-2305
Sr Med O/C	MAJ Guess	863-0168
Ops Coord	MAJ Moss	863-8483
NCOIC	MSG Porter	863-4897
Mobile Field Rep	Mr. Keel	863-4809

Commercial Number (337) 531-Last 4
FAX Number (337) 531-0538